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85-0804
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MEMORANDUM FOR: Director of Finance

VIA: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: ACIS Requirement - Administratively Uncontrollable Overtime

1. Currently, Agency regulations authorize the use of annual premium pay in lieu of hourly overtime for administratively uncontrollable work (AUO). Determination of the rate of premium pay, which may range from 10 percent to 25 percent of base pay (up to a maximum of the base rate of GS-10/1), requires records of actual overtime work performed. Under the current payroll system, these records must be maintained manually by the operating component, and are not a part of the official payroll record. Up to now, the absence of this data from the payroll records has not presented a serious problem because this provision of the regulations has been used only infrequently.

2. Over the past year, use of AUO has been increasing. We believe this trend will continue, so that manual record keeping systems will become increasingly difficult. With the development of the Automated Compensation Information System (ACIS), it appears that now it will be possible to incorporate formal procedures into the payroll system to record and monitor the use of AUO. To perform this function, the payroll system must be capable of recording and storing the number of uncontrollable hours of overtime individuals work without generating an hourly overtime payment. These hours must then be periodically averaged to determine and adjust the amount of the premium pay for each individual designated as eligible for AUO.

3. With your concurrence, we would like to meet as soon as possible with your ACIS representative to explore the feasibility of incorporating AUO into the new payroll system. Our contact for developing the AUO requirement will be

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